

LOSS PREVENTION SUBCOMMITTEE
April 9, 2003
MEETING MINUTES

MEMBERS ATTENDING

Dennis Anderson	Department of Health
Larry Keller	Department of Ecology
Carole Mathews	Labor & Industries
Linda Ramsey	Military Department
Stephen Simmons	Department of Social and Health Services
Jim Smego	Department of Natural Resources
Tom Wendel	Office of the Attorney General
Brian Bazard	General Administration, Motor Vehicles

Absent

Gary Andrews	Department of Corrections
Andreta Armstrong	Department of Licensing
Kathy Gastreich	Department of Corrections
Bill Henselman	Department of Transportation

Staff

Jolene Bellows, OFM, Risk Management
John Nicholson, OFM, Risk Management
Gary Robinson, OFM

Member and staff introductions.

Minutes of the last meeting were approved.

UPDATE ON VIDEO PRODUCTION

The focus group members came up with points that they would like to see in the video including a message from the Governor portraying a better image of state drivers and testimonials from recognizable state workers such as DNR foresters, DOE employees, etc.

The video will be produced by DIS and will last for about 15 minutes. It will be available to checkout or download on the computer and used statewide and on college campuses.

GENERAL VEHICLE ACCIDENT PREVENTION INITIATIVE

SAAM reconciliation Initiative – Plan to bring recommendations of initiative to LPSC in September to redo part of SAAM manual for state drivers. The result is to work towards a product to take to the RMAC in December for their recommendations and to move it forward. This will be a new section on state vehicles and state driving in SAAM.

OVERVIEW/COMPARISON OF OTHER STATES VEHICLE ACCIDENT PREVENTION

Jolene Bellows provided extensive worksheets with information on other states vehicle accident prevention. A matrix comparing 14 other states' vehicle accident prevention programs/requirements for minimizing vehicle loss was reviewed and discussed. The LPSC determined two vehicle loss prevention strategies for immediate focus: (1) Driver licensing, (2) Accident Review. Review of other loss prevention strategies will continue as well. The overall goal is to merge final recommendations into statewide policy (through the State Administrative and Accounting Manual-SAAM). This coincides with a collaborative effort of OFM's Accounting Division and Risk Management Division already underway to improve the SAAM sections addressing state employee driving, vehicles and travel.

A question was asked about the difference between required and recommended. **Recommended** you can say that you chose not to do something because of these reasons and explain good reasons why you didn't do it. **Required** – if it is mandatory, probably will achieve greater compliance so there will be fewer accidents. Could set up a standard that can't be achieved.

Comments on the initiative process –

- Purpose of this exercise is to try to encourage defensive driving and prevent loss and aim to try to accomplish that.
- For any recommendations made we need to try not to put something in writing that cannot be done from a budgeting/manpower point because it just sets the agency up?
- How many agencies other than OFM have driving policies?

Vehicle accident data

95% complete. In the next 60 days RMD will give agencies quarterly vehicle accident information; where agency is; where they have been, and indicate where they are going.

State Vehicle/driver core requirements – List of Areas for consideration

- ❖ Distinction between state-owned or operated and why is there that distinction. Not consistent throughout.
- ❖ Decide how to approach in the next 5-6 months each of the core areas.
- ❖ Maybe decide where our highest risk is.
- ❖ Need to prioritize the list.
- ❖ Is training more important than other things?
- ❖ Maybe need more information on what kinds of accidents are happening.
- ❖ Put requirements in collective bargaining process before it gets going.

List to recommend:

Number 4 - Checking driving records review and accident review then disciplinary action

For the Number 2 Core Requirement – Defining authorized drivers/passengers a Q & A could be developed. This would also be good to work on because it does not impose major changes or requirements to an agency.

Jim Smego commented that we are looking at loss prevention to reduce the number of accidents and liabilities by looking at what other states do. The 1st 4 choices cover the basics and this committee wants to move forward. For Collective Bargaining issues we are asking Gary Moore to take care of.

AGENCY SHARING

Linda Ramsey – referred to the Homeland Security Risk assessment at the emergency management website with checklists when conditions are red, orange, yellow for safety in buildings. Each agency is required to have a plan. Governor directive not an executive order.

Brian Bazard – Waiting for the budget to get the information on replacing vehicles. The supplemental cuts this off.

Dennis Anderson – SARS not a serious public health threat in this country. It is a challenge as well as the small pox vaccines.

Stephen Simmons – looking into training about motor vehicle accident awareness that employees can access on the computer.

Larry Keller – Trying to reduce the number of vehicle accidents. Lots of questions about who can ride in state vehicles, why can't other people drive a state car too?

Jim Smego – Has a driver training course every 4 years.

Work capacity testing – testing employees who want to be firefighters.

Anyone who is issued a card for wild land fires is now required to pass quite an extensive test.

Next meeting will be July 10, 2003.

Meeting adjourned at 3:30 p.m.